

**SITE PLAN STANDARDS FOR REVIEW**

**TOWN OF TISBURY  
WATERFRONT/COMMERCIAL DISTRICT**

Prepared by the Tisbury Planning Board  
Pursuant to Tisbury Zoning Bylaw 06.00.00  
Adopted: June 26, 1996

# **SITE PLAN STANDARDS FOR REVIEW**

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Nothing in the Site Plan Standards for Review shall be used to contravene anything in the Zoning Bylaw. Where a conflict exists between the Site Plan Standards for Review and Section 06.00 of the Tisbury Zoning Bylaw, the zoning bylaw shall control.

## CHAPTER 1

### APPLICATION PROCEDURES, FINDINGS, CONDITIONS

#### I. Procedures

Requirements: Plan Review by the Site Plan Review Board shall be required prior to the issuance of: a Special Permit, a permit to construct a structure, a permit to alter the exterior appearance shall be referred to the Site Plan Review Board of the Zoning Enforcement Officer.

The Site Plan Review Board shall act as an advisory body to the Planning Board and to the Building and Zoning Inspector.

Failure to submit said report within the specified time shall be considered a recommendation of approval.

#### II. Findings

Before granting an application for a special permit, the Planning Board, with due regard to the nature and condition of all adjacent structures and uses in the district shall find all of the following general conditions to be in compliance with this by-law:

01. The proposed use is consistent with the purpose and intent of this by-law and with the Site Plan Standards for Review.
02. The proposed use is listed in Section 06.06.00.
03. The proposed use is appropriate for the specific site.
04. The proposed use will not overburden any road, public water, drainage or sewer system to such an extent that the proposed use or any developed use in the immediate area or in any other area of the Town will be unduly subjected to hazards affecting health, safety or the general welfare.
05. The proposed use shall not adversely impact the district's visual character, including views and vistas, and will improve opportunities for visual and pedestrian access to the waterfront.

#### III. Conditions

The Planning Board may impose, in addition to any applicable conditions specified in this by-law, such additional conditions as it finds reasonably appropriate to safeguard the neighborhood or otherwise serve the purpose and intent of the By-law and including:

01. Screening of parking areas or other parts of the premises from adjoining premises, or from the street or from the water by specific walls, fences, plantings, or other devices.
02. Modification of other exterior features or appearances of the structure(s).
03. Limitation of size, number of occupants, method and time of operation, and extent of facilities,
04. Regulation of number, design, and location of access drives, walks, or links and other traffic and pedestrian features.
05. Requirement of off-street parking and other special features beyond the minimum required by this By-law.
06. Requirement for performance bonds or other security.
07. Requirement of underground installation of utilities.

Installation and certification of mechanical or other devices to limit present or potential hazard to human health, safety, welfare or the environment.

Available to all applicants submitting a permit and/or special permit application is the Procedures For the Submittal of an Application (Appendix A)

## CHAPTER 2

### SITE PLANNING

#### 2.1 Structure Orientation

Almost all structures in the Waterfront/Commercial District, particularly those whose parcels have frontage on Beach Road, are placed so their long dimensions are perpendicular to the water or road. New construction of structures and or additions to existing structures should be sited and configured to maximize vistas to the water. The applicant should consider this detail in siting structures on the parcel so the provision of public access linkages could also be accomplished.

A consistent theme within Tisbury's Waterfront Land Use Study is to create coordinate 'resting squares' for pedestrians. A structure's orientation, considered along with setbacks and lot coverages, should provide areas that could be reserved as resting square spaces.

Consideration of, and provision for, pedestrians continue to be priorities for new development.



Structure Orientation

## 2.2 Structure Setbacks

The following setbacks for structures apply in the Waterfront District:

- 06.08.00 Dimensional & Other Lot Requirements
- Minimum Frontage.....20 ft. minimum
- Floor Area Ratio..... 0.5 maximum (to be  
calculated  
using the first and second  
floors  
only)
- Front Setback.....20 ft. minimum
- Cumulative Side Setback.....20 ft. min., 4 ft. min. on each  
side
- Rear Setback:
- Not abutting tidewater.....30 ft. minimum\*
- Abutting tidewater.....50 ft. minimum
- Fences, gates, stone walls or other similar barriers, not customarily defined  
as structures, shall not be constructed or placed within 30 horizontal feet  
of mean high water of any salt water body.
- Heights of Buildings.....28 ft. maximum (Refer to section 02.20 of the  
Tisbury Zoning Bylaw)
01. Open Space  
Not less than 40% of the lot area shall consist of open space, free  
from impervious surfaces.
02. Vehicular Access  
No more than 10% of the lot area shall consist of off-street  
loading, delivery and parking. The site shall be designed so that no  
vehicle backs onto a public way, or be parked on a public way  
while loading, unloading or waiting to do so.

## CHAPTER 3

### Building Design

#### 3.1 Bulk Proportion, Massing

In any close-knit cluster i.e. bulk, height, massing and scale are critical and therefore will be carefully reviewed, In open area, these aspects of building must be sensitively designed to respect the nature of the landscape.

##### Massing

##### Simple Volume Shapes

The underlying traditional form of the District's buildings – one or more simple volumes with sloped roofs – should be maintained. The masses should be regular in plan with slight variations allowed for site conditions. Permitted roof shapes are the gable, gambrel and hip roof. Because the volume of buildings have traditionally been compact and simple, cantilevered masses are generally not acceptable.

Flat building masses are generally not acceptable, except as small integral components of a larger building.

Simple volumes are preferred over notches, cuts and cantilevers.

##### Additive Massing

The historical method for creating a larger building was to attach simple volumes along its surface planes. This additive approach resulted in buildings that grew by increments into complex masses or were built as assemblages of simples. It is preferred that new building masses follow this additive principle.



Additive massing of simple shapes is traditional and encouraged.

### Massing Order

As a building's massing becomes more complex and varying masses are joined together, order must be established to prevent a disturbing chaos of shapes. When a single building is composed of two or more attached volumes having equal size and emphasis, a visual conflict may appear as a result of an ambiguous duality.

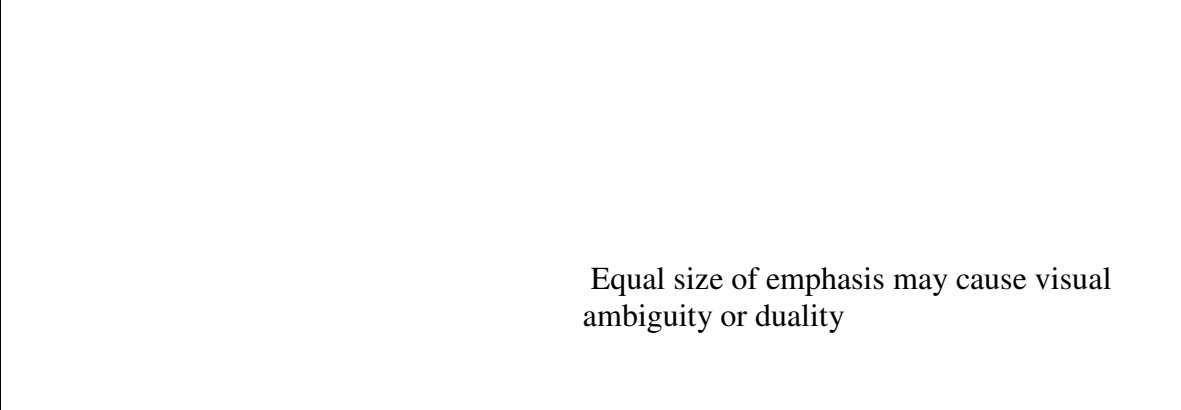
A useful technique in ordering a complex building is to create a specific focus to the whole group of shapes by making one mass dominant by being larger or central.

A larger or central mass orders a building of many parts

Unordered, chaotic massing

## Compactness

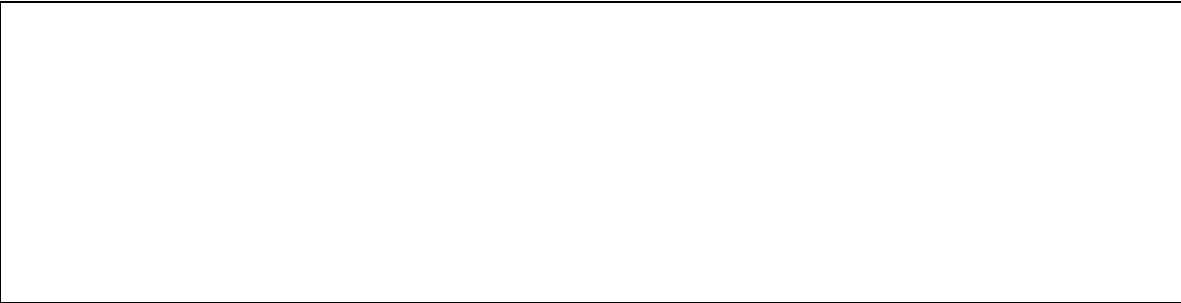
Tight building composition is an historic trait of the District and adhering to this idea in new buildings will often help the balance and order of design. For example, it is generally better if two major masses of a building are joined by abutting one another than if connected by a small mass.



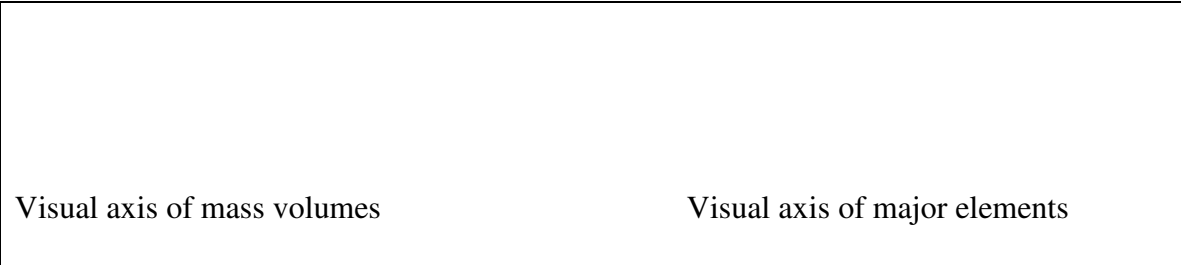
Equal size of emphasis may cause visual ambiguity or duality

## Balances

Building without any windows and doors will balance visually around the center of the surface areas. This, a building will be balanced if the placement of windows and doors establishes a visual axis that coordinates with the visual axis of the wall surface. A conflict of visual axes in a design is disturbing and should be avoided.




Visual balance involved the visual weights of design elements



Visual axis of mass volumes

Visual axis of major elements

	
Opposition of visual axis	Desired coordination of axis


FAÇADE WALL HEIGHT

### 3.2 Height

Height of structures for this District is 28 feet maximum, as measured vertically from the finished first floor level (one hundred year Stillwater Flood Level) as designated on the Flood Insurance Rate Map (FIRM) of the proposed structure to the highest point of the roof ridge of the structure. Two full stories, and in some cases an additional half story, can be accommodated with this height restriction. Although some large massed buildings in the District are two stories high, about 50% of the remaining structures are smaller massed buildings, generally one to one and one half stories high. The lowest floor of any new or substantially improved non-residential structure shall be at or above the base flood elevation level for the District. Base flood elevations for the District are between 8 and 9 feet above sea level. The average elevation of land in this District is between 4 and 6 feet above sea level.

### 3.3 Roofs

Roofs are a major visual component of the District, both to and from the water. The main roof types allowed in the District are: gable, gambrel, and hip. Since flat roofed buildings of the same height as pitched roof building would appear substantially more bulky and would alter the traditional character of the District, they should be avoided.

Gable	Gambrel	Hip
-------	---------	-----

GABLED FAMILY			
Side Gabled	Front Gabled	Cross Gables	Gambrel (Dual pitched gables

HIPPED FAMILY		
Simple Pyramidal	Cross-hipped	Dual-pitched, hipped (Mansard” when steep lower slope)

3.4 Roof Pitch

The preferred roof pitches range from 6 in 12 inches to 12 in 12 inches. Gambrel roof pitches may vary, but they should follow the pitches and proportions found on historic gambrel roofs.

ROOF PITCH

### 3.5 Dormers

Gabled and shed dormers are recommended dormer types. All dormers should be carefully designed and positioned to be in scale with the structure and the roof, and in balance with other features of that elevation of the structure. A dormer should not obliterate the roof plane in which it is placed, but compliment its slope. The dormer pitch and overhang and other detailing should be compatible with the main roof.

If dormers must be placed on the front roof, the gable type is preferred. Large shed dormers have a tendency to obliterate the roof and are therefore discouraged.

Gable dormer – after mid-1800s   Shed dormer – early 1900s   Hip Dormer – late 1800s

Dormers should be set back at least one foot from the roof edge, three feet from either gable end

Large shed dormers obliterate the roof

### 3.6 Windows

Windows must consider overall orientation of the structure.

Large area of glass disproportionately placed could interfere with the natural harmony and perspective of the structure and the District's character. Furthermore, large glass areas, dark during the day and light at night, stand out visually at a greater distance and demand attention.

Ration of solid (wall) to void (windows)

20 percent  
15-25 percent historically

33 percent  
a large glass area

50 percent  
excessive glass area visually  
disruptive

Oddly shaped or proportioned windows cause disharmony

Sliding glass doors may create competing points of focus

Sliders on the second floor or where out of proper scale are inappropriate

Windows should have wooden sashes and frames. Metal windows are discouraged because of incompatibility with wooden structures and surfaces and because of eventual salt air deterioration. Although not usually improving the appearance of a building, the use of metal or vinyl clad windows need not necessarily ruin it. The important consideration is that they look like part of a building and not like raw metal appliances.

The use of some window types is discouraged because of awkward proportions and other characteristics that are inappropriate for the District.

Please and balanced rectangular windows, double hung with 6 over 6 panes, are preferred. A few existing buildings in the District have 12 over 12 panes, which are not distracting as they are in proportion to and balance with the building.



## Types of Windows

Cape Cod/ Federal  
Before 1870

Victorian  
after 1870

Sliding glass doors over eight feet wide

Tall narrow  
Casement  
Windows

Curved Bow  
windows

Awning or hopper windows  
(Flexivents)

Windows with inappropriate characteristics  
are discouraged

The proportions of windows alone make a great difference

Too square, not traditional

Pleasing and balanced

### 3.7 Doors

Doors should blend well with the structure and coordinate with the structure's remaining design, scale and proportion. Doors should harmonize and not overpower the structure. Those existing in the District are usually multi-paned glass opening (3 to 9 panes) in a wood paneled door (2 to 6 wood panels). There are some Working Doors (solid wood barn door type, hinged & latched) existing in the District which are good for storm closures.

### 3.7 Siding Materials, Wall Surfaces

Wall planes should be of a single, small scale, textured, natural material. The predominate wall surface materials in the District are natural wood shingles or clapboards. A few structures have vertical natural wood siding. In order to maintain the character of the District and give the area a sense of tradition and community, these types of wall surface material will be encouraged.

A few existing buildings in the District have stone or masonry walls. Those existing structures with such wall surfaces should remain as they are. Massachusetts Building Code Sections applicable in the Flood District would dictate whether these types of walls are acceptable to withstand wave action and not harm the remainder of the structure. This type of architecture for new construction was not encouraged during the theme workshops.

### 3.8 Trim

Trim should accent the structure and be wide enough to create a seal against winds and rain. Buildings in the District have with or neutral (no strong hue, intensity or brightness) color trim. Similar trim elements are encouraged.

#### CLADDING DETAILS

##### *BOARDS, HORIZONTAL*

##### *BOARDS, VERTICAL*

##### *SINGLE PATTERNS*

### 3.10 Roofing Materials

Suggested roofing materials include: black or dark gray asphalt shingles; wood or cedar shingles (non-combustible or fire-resisting material); to blend into the landscape rather than stand out.

### 3.11 Decks, Porches, Patios

Decks, porches and patios are primarily for outdoor activities. They form a visual complement to a structure, and their scale and placement should be integrated with the structure. A ground level deck or patio is an appropriate design and could be utilized to coordinate “resting squares” for pedestrians.

### 3.12 Skylights, Shutters, Chimneys

Skylights should be as unobtrusive as possible. They should be as flat, as close to the roof line as possible, and made of non-reflective glass. Bubble or dome skylights are not recommended.

If shutters are placed beside windows, it is recommended that they be painted dark white.

If chimneys are placed on structures in the District, it is suggested that they be stone faced and not wood covered.

## CHAPTER 4

### Additional Guidelines

#### 4.1 Sidewalks, Access, Links

Sidewalk material is usually concrete or asphalt. However, suggested materials include gravels, wraps, brick, wood or pavers for walks, access ways, or links.

#### 4.2 Lighting

Lighting should be incandescent with proper illumination in the immediate vicinity of buildings, for convenience and safety. Care should be taken to direct lighting away from the Harbor so as not to be a hazard to navigation.

##### 4.2(a) Standing Lights

Simple traditional cast iron or aluminum painted black. There should be some degree of consistency regarding style to avoid hazard pole & lantern design. No lighting should be higher than 10 feet from the ground and cast light downward. No spill light will be permitted which causes glare on an abutting lot.

##### 4.2(b) Wall Lights

Simple, low glare designed to enhance a sign or entry rather than call attention.

#### 4.3 Handicapped Accessibility

To conform with Massachusetts Building Code. “Standards” suggest utilizing traditional woods.

#### 4.4 Drainage

Leaders & gutters would be helpful if drained into a catch basin, Otherwise, the Tisbury Conservation Commission prefers gravel and wrap surfaces in open access/parking areas which are almost always regarded periodically. Specific plans for storm drains or catch basins should be left to the Tisbury Department of Public Works to determine drainage adequacy as the town’s storm drains exist, but any upgrading schedule and design of the town’s system should be reviewed by the Tisbury Department of Public Works.

#### 4.5 Signs

Applicants should refer to the specifics of Section 07.06 of the Tisbury Zoning Bylaw regarding sizes, lettering illumination etc.

#### 4.6 Fences

Fences are not encouraged in this District because they are too prominent. To reduce their visual prominence, use plantings to screen or buffer existing fences or use plantings to function as barriers with new construction,. Space is interrupted with fences, but smoother with plantings; Rough board fences could function for screening service areas on properties.

#### 4.7 Seating - Benches

Style and material should be consistent with Tisbury’s Downtown Architectural Study. Teak benches are recommended in this Study as they require virtually no maintenance if left to weather naturally out of doors. The style is simple and they are designed to make sitting a comfortable experience. Placement of benches should be consistent with mapped pedestrian links and “common sense” resting squares.

#### 4.8 Parking

Section 06.08.02 of the Waterfront/Commercial District Zoning Bylaw states that a maximum of 10% of the lot area may consist of off-street loading, deliver and parking. The site shall be arranged so that no vehicle need regularly back onto or off a public way, or be parking on a public way while loading, unloading or waiting to do so.

## CHAPTER 5

### LANDSCAPING

The extent of planting or landscaped areas existing in the Waterfront/Commercial District is very limited. New landscaping should follow simple, restrained designs. Elaborate plantings have an inappropriate decorative effect, while simple gardens could lend organization and color to most parcels. Suggested plantings are meant to soften, buffer and offset the continuous gray structures that are predominant along the road. Plantings along the boundaries of a proposed project could be used as definition and buffering. Interior lot plantings could be used to accent and compliment the site. In some cases, planting could be utilized to screen active areas or provide shade, in interest for pedestrians. Window boxes planted with flowers could create color accents.

Plant species must be tolerant of wind and salt spray in this area. Constant exposure to wind places more than normal demands on a newly planted shrub. With many plants that have developed tolerance, the effects of salt in the soil and salt-laden air are sometimes indicated by thinner than normal growth and dwarfing than their typical habit of development. Leaves are usually smaller, stems shorter, and the general aspect appears to be reflected in compactness of form. Nature has changed some plants with modified leaves, buds, stems and seedpods in size and form and provided them with hard, shiny surfaces and protective hairs which is evidence of adaptability to abnormal conditions for survival. It is not always possible to determine the weak spots in plants in advance, nor to anticipate how a storm will affect a particular area. Under certain conditions, big scale shrubs may assume the aspect of small trees, while trees may become dwarfed by wind pruning to resemble shrubs in appearance.

The Zoning Bylaw and other regulations for the Waterfront/Commercial District do not detail specific minimum square foot areas on parcels that are required to be landscaped, nor provide detail on species, caliper or height of trees. The suggested planting list that follows should be combined for the best effects of screening or interior plantings with staggered rows, clustered islands, perhaps mixing species but a diameter at breast height to be between 4"-6" is suggested.



## 5.1 SUGGESTED PLANTINGS

### ADAPTABLE TREES

Generally these foliage types have good wind and salt resistance, some have long narrow leaves that stand the wind well, some provide shade.

Eastern Red Cedar

Russian Olive

Hawthorn

Spruce (White, Red)

Honey Locust

Willows

Northern Red Oak

Winterberry (Black Alder)

Pine (Australian, Scots, Japanese Black)

Yew

Red Maple

Also suggested: America Elm

### FLOWERING SHRUBS & EVERGREENS

Barberry

Forsythia

Bayberry

Inkberry

Beach Plum

Junipers

Bearberry

Mungho Pine

Bitterseet

Rugosa Rose

Broom

Shadbush

Buckthorn

Summer Sweet

Cinquefoil

Sweet Fern

Contoneaster

Tamarisk

## 5.2 OTHER PLANTINGS:

Many other plantings could be added to this list of ground covers. The effect of wind is not a strong factor for plantings in this category and the suggestions below add color, variety and texture as they are utilized for filling in planted fields.

Artemisia (Silver Mound)

Lavendar

Dusty Miller

Phlox

Heath

Thyme

Heather

## APPENDIX A

### PROCEDURES FOR THE SUBMITTAL OF AN APPLICATION

#### Application Procedure:

A pre-application conference with the Town Board that requires a permit and or the Planning Board is suggested to assure that the project meets minimum acceptable requirements of the Town Board.

01. A pre-application conference is intended to allow the Town to:
  - a. Acquaint the applicant with the “Site Plan Standards for Review” and any specific plans that apply to the parcel, as well as the Zoning and other Regulations that affect the proposed development;
  - b. Encourage the applicant to review the Waterfront Land Use Study, dated June 1994;
  - c. Suggested improvements or modifications to the proposed design on the basis of a review of the sketch plan, drawn to scale;
  - d. Advise the applicant to consult appropriate authorities on the character and placement of public utility services, and;
  - e. Help the applicant understand the steps to be taken to receive approval.
02. A pre-application conference is not required by this Town, but it is recommended for all applications, particularly since the Town Board and or Officials may receive written findings and recommendations on each application. The Town may, in fact, require that such a meeting take place for each application, if desired.
03. No advice given in the pre-application process shall be binding on any Town Boards.
04. Those applications for remodeling, renovating or altering the exterior façade of a structure in the Waterfront/Commercial District shall submit detailed elevation plans (existing and proposed) indicating changes to the façade, to the Town Clerk and Zoning Enforcement Officer. The Zoning Enforcement Officer is required to forward the application to the Planning Board where the Board will review the applications for consistency with “Site Plan Standards for Review” within thirty (30 ) days of receipt of the application. Prior to the issuance of a building permit, the Planning Board will submit written recommendations on the application to the Zoning Enforcement Officer.

05. A Site Plan for development of the entire parcel of land shall be submitted to the Town Clerk and Planning Board, for a special permit, pursuant to “Site Plan Standards for Review” for Tisbury dated June 26, 1996 adopted and amended from time to time by the Tisbury Planning Board and Appendix A (Application Submission Requirements).

The Planning Board shall hold a public hearing on the special permit application within sixty-five (65) days from the date of filing said application. The decision of the Planning Board, shall be made within ninety (90) days following the date of such public hearing. The required time limits for a public hearing and said action, may be extended by written agreement between the applicant and the Planning Board.

06. All other applications for permits, approvals or licenses in the Waterfront/Commercial District shall be submitted to the Zoning Enforcement Officer who shall then forward the application to the Planning Board. The Planning Board will review the application for consistency with the “Site Plan Standards for Review” within thirty (30) days of receipt of the application. The Planning Board will submit written recommendations on the application to the Zoning Enforcement Officer prior to the issuance of a permit. If the application requires a permit or approval from another Town Board, the Zoning Enforcement Officer shall forward the application and the Planning Board’s recommendations to the proper permitting Board prior to the issuance of a permit, approval, or license from that Board

#### Application Submission Requirements for Waterfront/Commercial District.

01. The applicant shall, at the time of filing, provide seven (7) copies of the plans for a proposal, on 24”x36” sheets. Plans shall be prepared by a Registered Architect, Registered Landscape Architect, Registered Professional Engineer, Registered Land Surveyor, or other design professional deemed acceptable by the Planning Board. Dimension and scales shall be adequate to determine that all requirements are met. At the applicant’s written request and at an open meeting of the Planning Board, prior to a public hearing on the application, the Planning Board may waive some or all Submission Requirements below where no exterior change will be made to an existing building and the lot on which the use is located. The plans shall contain the following in order to be considered a valid submission.
02. Site Inventory and Resource Analysis:
  - a. Existing topography shown at one (1) foot contours.
  - b. The location of predominant natural features such as ponds, estuaries, beaches, dune areas, wetlands, and natural drainage areas, noting the total percent of the lot area.

- c. The location of existing and/or proposed view corridors to and from the water, if applicable.
- d. Areas subject to periodic flooding, as shown on the Flood Insurance Rate Maps (FIRM) for Tisbury, MA. As well as still water and velocity elevations.

### 03. Site Development Plan

The applicant shall provide a map of the proposed development at a suitable scale showing the following:

- a. Lot lines as surveyed with bearings, distances, north point, scale, etc.
- b. Abutting streets, ways, intersections, and the location of the traveled way indicating type of surfacing.
- c. Lot coverage and gross floor area of existing (dashed lines) and proposed structures (solid lines), indicating the uses of each.
- d. If proposed, access and egress provisions, and parking and loading areas indicating what type of surfacing, and indicating areas to be curbed and what type of curbing to be used.
- e. Sidewalks, trails, and bicycle paths, indicating type of surfacing, and potential links with neighboring properties and Vineyard Haven Harbor or Lagoon Pond.
- f. Storm drainage plan and facilities, indicating drainage swales and gutters, catch basins and storm sewers, as applicable, certified by a professional engineer to accommodate a five-year rainstorm with 15 minute duration.
- g. Sewage disposal facilities including sewage flow design data, soil borings and ground water location
- h. Water supply system.
- i. Outdoor recreational facilities, including, but limited to patios, terraces, decks and location of other pedestrian amenities.
- j. Fencing, indicating type.
- k. Outdoor lighting, indicating type.
- l. Shoreline protection devices, such as seawalls, revetments, groins, jetties, breakwaters, and bulkheads.
- m. Fuel storage.
- n. Electrical services, both inground and existing overhead.
- o. Outdoor signs, type and size.
- p. Fire protection.
- q. Landscaping and planting proposed on the site including grassed areas and all shrubs and trees located by species.
- r. Grading plan showing final contour at one (1) foot intervals.
- s. Floor plans and architectural elevations of all buildings, and representation of building façade from the street providing frontage and from the rear, if the parcel abuts water.
- t. Footprint of proposed (solid line) & existing (dashed lines) on the lot with setbacks marked from lot lines and other structures.

- u. Structure elevations depicting first floor elevation, above sea level, pursuant to base flood (storm level) elevation.